

The Board's meeting was called to order at 6:10 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Annmarie Scribner, Greta St Germain, and Brett Hunter; and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance.

OLD BUSINESS

1. Selectmen reviewed the minutes for 28 June 2012. Motion was made by St Germain to approve them as amended. Hunter seconded and the vote was unanimously approved 3-0.
2. Selectmen signed a letter to Steve Tomasz regarding progress on the North Road Stone Wall.
3. Selectmen completed a final review of the Investment Policy as most recently amended. There was discussion about what a "solvent" bank is. The language was left in the policy for now. Hunter moved to approve it with the change that it be reviewed semi-annually. St Germain seconded and the vote was unanimously approved 3-0. Selectmen initialed the policy. It will be redistributed to the Town's website and a copy provided to the Treasurer and Deputy Treasurer.
4. Selectmen discussed the Highway plow contracts and an acceptable change in the monthly pre-payment amount. The Board again discussed that this should have been brought in sooner; or at least been included as part of the budget process. The Board was comfortable with an incremental increase to \$715 per month, representing payment for 11 hours per month up front. The Board will review the contract amount annually, and it is subject to change.

The Board wanted to continue to keep quality service, based on years previous. The Board felt this was a small effort to be fair to all contractors involved, and the Board appreciates them being ready and willing to stand by to assist the Town. The contracts will be prepared for signature by the Board.

5. Selectmen reviewed a new Management Discussion & Analysis (MD&A) Statement component to the audit based on a template presented by the auditors. This is needed for completion of the 2011 audit. St Germain moved to accept it as a first read. Hunter seconded and the vote was unanimously approved 3-0. Selectmen will review in further depth and get back to Carlson with any other edits sometime next week. The Library Trustees Risk Assessment Questionnaire is the other remaining item needed for release of the final audit report. John Hennelly is working on this submission.
6. Selectmen had no further edits to the Credit Card Policy. Motion was made by St Germain to accept it. Hunter seconded and the vote was approved 3-0.
7. Selectmen reviewed the June reconciliation of the money market account. Scribner asked to have the report scanned and sent out for further review. The Treasurer did not complete the balance of the reconciliations, and they will be presented for the next meeting.

In follow-up to the discussion about conversion of the Treasurer's records, the Board confirmed that each of the Town's separate accounts (including Conservation, School Impact, and escrows) should be handled by the Treasurer on a reconciliation spreadsheet and that the Selectmen's Office staff should do the monthly entry in QuickBooks. This will necessitate access to the accounts (read-only) by the Town Administrator (to print and be used by the TA or Selectmen's Clerk to update QuickBooks).

Selectmen asked Carlson to contact Keith Pike at Citizen's Bank, and then have the Treasurer follow-up with him regarding read-only access to all of the accounts there. The Treasurer will need to do the same request through NH PDIP for the escrow accounts.

8. There was discussion about the spreadsheet that Sharon Girardi had put together for the upcoming budget season. Selectmen wanted to thank Girardi for her generosity in donating the time to the Town to complete this project. A letter will be drafted to follow up.
9. St Germain moved to adopt as revised the Treasurer's Delegation of Deposit Authority. Hunter seconded and the vote was unanimously approved 3-0.
10. A draft Neighborhood Beautification Ordinance was circulated for members. Hunter had begun working on this. Selectmen thought it was a good start and will continue to work on this ordinance.

NEW BUSINESS

1. Selectmen reviewed the payroll manifest \$21,612.78 and accounts payable manifest \$557,951.94 for the current week dated 06 July 2012. Motion was made by St Germain to approve the manifests and seconded by Hunter. The vote was unanimously approved 3-0.
2. Selectmen reviewed the folder of incoming correspondence and bills for payment on 07/20/2012.
3. Selectmen signed outgoing correspondence to Robert & Deborah Carr re: taxes.
4. Selectmen reviewed and approved a new form for use with Direct Deposit.
5. St Germain moved to approve the warrant for unlicensed dogs as requested by the Town Clerk. Hunter seconded and the vote was unanimously approved 3-0.
6. Carlson discussed with the Board a recent water leak in the basement of the Town Hall and the need to fix the area out front. The Board agreed that if it was necessary the shrubs in the front of the building could be removed and proper drainage and landscaping installed to correct the water problem.
7. Copies of the June 2012 budget report were distributed to Board members, and were mailed out to the Budget Committee today.
8. Selectmen reviewed a temporary work trailer question from the Building Inspector. The Board indicated that any temporary trailer must apply for a permit through the Inspector, which ultimately must be approved by the Board in accordance with the Zoning Ordinance provision on temporary trailers. The time limit is six months, and a new permit must be applied for and paid for, if it is to be on site longer than six months.

The next regular Board meeting will be held on Thursday July 19, 2012.

With no further business to be brought before the Board, motion was made by Hunter to adjourn the meeting at 7:10 pm. St Germain seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator